



U.S. Department of State | Bureau of Overseas Buildings Operations  
**Facility Management**

# Office of Facility Management

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Maintenance  
Support Division

Program Support  
Division

Facility Manager  
Division

Small Projects &  
Transition Division

# Maintenance Support Division

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Manages maintenance and repair funding and provides resources and technical support for the facility management team at the U.S. Department of State. The division is made up of two branches: Maintenance Management and Maintenance Assistance.

## **Maintenance Management Branch**

Staffed by engineers and facility management specialists with required security clearances and extensive experience in developing maintenance plans, management reviews, and annual inspections

### **Work Includes:**

- Maintenance and repair
- Building management
- Maintenance assistance
- Data collection

# Maintenance Support Division

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## **Maintenance Assistance Branch**

Provides Cleared American contractors to support overseas facilities

### **Work Includes:**

- Perform preventive maintenance and repairs in controlled access areas and other required spaces in the facilities
- Perform maintenance and repairs at overseas facilities with no local technical capability
- Respond to maintenance and repair emergencies due natural disasters or civil unrest

# Facility Management Division

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Provides cleared American Facility Managers as well as locally employed facility managers to select diplomatic posts overseas.

## **Work Includes:**

- Managing all aspects of the Facility Manager Program consisting of over 200 employees worldwide
- Provides guidance to Facility Managers on regulations, policies, and position requirements regarding asset management.

# Program Support Division

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The Program Support (PS) Division provides technical assistance to posts in the development and execution of funded, post-managed projects.

The Division is comprised of architects, engineers, and project coordinators with extensive experience in developing both A/E and construction scopes of work, cost estimating, project/construction management and coordinating facility maintenance support.

## **Program Support is made up of 5 branches**

- Elevator Management Program
- HAZMAT Environmental Program
- Facility Project Support Program
- Roof Management Program
- Utility Management Program

# Program Support Division

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## **Elevator Management Program**

Ensures all vertical transportation equipment are safe and highly reliable for the U.S. Diplomatic community.

### **Products and Services:**

- Safety
- Training
- Commissioning (Capital and Non-Capital Projects)
- Operations
- Repair and Improvement

# Program Support Division

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## **HAZMAT Environmental Program**

The HAZMAT/Environmental Services Program eliminates the possibility of exposure of facilities employees and building occupants to hazardous materials contained within and/or on overseas buildings and properties.

### **Products and Services:**

- Asbestos services
- Building Automation System
- Environmental Security and Protection Systems – Chemical/Biological Air Filtration
- HAZMAT/Environmental site assessments
- Indoor air quality
- Lead in Paint
- Polychlorinated Biphenyl
- Underground storage tank replacements
- Potable and HVAC water quality and treatment
- Waste water treatment



# Program Support Division

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## **Facility Project Support Program**

Provide overseas facilities and tenant agencies with design / build services, engineering management, appropriate technical expertise, and cleared American labor to modify, renovate and repair facility spaces and building systems at U.S. overseas facilities. Primarily serve controlled access area (CAA) spaces and assist posts lacking adequate in-country service networks and/or technical expertise.

### **Products and Services:**

- Engineering assessments and project surveys
- System inspections and functionality assessments
- Building and equipment modernization, renovations and repairs
- Planning, scheduling and risk management
- Project and construction management
- Project execution coordination for overseas facilities

# Program Support Division

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## **Roof Management Program**

Manages roof and exterior waterproofing components by providing administrative and technical support for overseas facilities through roof investigations, preventive maintenance, material procurement, repair methods, and subsequent repairs or replacements.

### **Products and Services:**

- Engineering, technical and condition assessments
- Replacement or repair design documents, including cost and scheduling estimates
- Material life-cycle prediction
- Construction administration and on-site quality assurance inspection

# Program Support Division

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## **Utility Management Program**

Provide engineering and technical services to support and maintain overseas facilities with the goal of ensuring cost-effective, reliable, and maintainable building operations and utilities.

### **Products and Services:**

- Engineering assistance and project surveys
- Utility rate and metering surveys
- Office and residential generators
- Power conditioning and quality (AVR/UPS) equipment
- Operations and utility improvements
- Medium voltage assistance

# Small Projects and Transition Division

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## **Project Development Support**

- Site Surveys
- Assist Post in Development of Projects
- Feasibility Studies with Alternatives and Cost Estimates

## **Technical Support**

- Scope of Work Development
- Design Reviews
- Assistance in Development of Independent Estimates (IGEs)
- Assistance in Specification Development

## **Construction Support**

- Construction Management Consultations
- Quality Assurance
- Contracting Officer's Representative (COR)
- Pre-Bid/Pre-Construction Conferences
- Response to Requests for Information (RFIs) from Contractors

## **NEC/NCC Transition Support**

- Staffing Studies
- Warranty Management
- Maintenance Training

# Contracting with Facility Management

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## Current Facility Management IDIQ Contracts

### Utility Management

- Five IDIQ Contracts now in their 3rd Year (Initial and 4 Option years)
- Jobs are competed among these 5 contracts for all Utility projects
- › Companies under Utility Management IDIQ:
  - KVA Electric
  - Friberg Electric of Oregon
  - Spectrum
  - URS
  - MCDean

### Elevator Management

- Elevator Consultant Companies
- › Companies under Elevator Management IDIQ:
  - Van Deusen & Associates

### Facility Project Support Program (FPSP)

- Pulled from the 25 existing IDIQ contractors that were established within the contracting office
- In first year of contract

# Contracting with Facility Management

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## Current Facility Management IDIQ Contracts

### Roof Management

- Roof Repair and Replacement IDIQ
- › Companies under Roof Management IDIQ:
  - MelTech | 1st year
  - NBC | 1<sup>st</sup> year
  - Competition Roofing | 3<sup>rd</sup> year
  - Roofing Resources | 3<sup>rd</sup> year

### HazMat/ Environmental Service Program

- Multiple IDIQ contracts
- › Companies under HazMat IDIQ:
  - Tidewater Inc, | Fuel Tank and Water Treatment installer IDIQ | 3rd year - 8(a)
  - IEI Inc | Asbestos Abatements IDIQ | 4th year - 8(a)
  - Global Inc. | Environmental Surveys and Industrial Hygiene Monitoring IDIQ | First Year - 8(a)
  - NVE Inc | Water treatment Designs and Building Automation System IDIQ | 3rd year - 8(a)
  - AEM | Engineering Design and Integrated IT Services IDIQ | 3rd year - Small Business
  - ATI Inc | Building Automation System Repair and Install Contract IDIQ | 2nd Year - 8(a)
  - Koniag Technology Services | Water treatment and Chem-Bio Filter Installer IDIQ | 2<sup>nd</sup> year